

SECTION 2 - GENERAL PROCESSING

C10. SMALL ARMS SERIALIZATION PROGRAM (SASP)

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SECTION 2 – GENERAL PROCESSING

C10 SMALL ARMS SERIALIZATION PROGRAM (SASP)

C10.1. Introduction

C10.1.1 References

C10.1.1.1. See DOD 4000.25-2-M, Chapter 12, DOD 4160.28-M-V2, Appendix 1, Category 1, DOD 4160.21-M, Chapter IV, Paragraph B63, DLA Disposition Services Instruction 4160.14, Section 4, Supplement 2, Chapter 10.

C10.1.1.2. Deviations from MILSTRAP requirements by DOD activities with small static inventories require concurrence of the Joint Small Arms Committee Group (JSACG) and approval of the DOD MILSTRAP System Administrator. SASP Program Manager will submit requests for deviations, to include appropriate justification, via electronic mail to: DLMSO@dla.mil (when using electronic mail, include "ATTN: JSACG Chair" in the subject line)

C10.1.2. Classification

C10.1.2.1. According to general classification guidelines furnished by the DOD program manager, the reporting of small arms data is considered classified only during the record reconciliation phase between the DOD and Military Service/Agency registries. Therefore, all small arms transaction reporting and record reconciliation within DLA and between DLA and DOD central agencies will be unclassified.

C10.1.3. General

C10.1.3.1. The Small Arms Serialization Program (SASP) is a DLA-wide system for the control of and accounting for small arms, by serial number, from initial receipt to final disposition. Only authorized users will be granted access to the SASP, upon receipt of the manager's request. Managers must notify the SASP PM immediately when personnel no longer require access. SASP user access will be reviewed annually by the SASP PM.

C10.1.3.2. OSD Memorandum, dated December 30, 2009. Moratorium on Demilitarization of Small Arms. This memo directs the DLA Disposition Services not to accept turn-ins of M-1 Carbines, M-1 Garand rifles, M-14 rifles, .22 caliber rifles, .30 caliber rifles, or M-1911 pistols for disposal, unless they are condemned/unserviceable (CC "H") and or DEMIL residue, i.e., DEMIL having been performed by the MILSVC. Refer to the memorandum for detailed guidance (ATT).

NOTE: To clarify - The following forms may be used to turn in condemned /unserviceable condition code H small arms or receivers. These forms are referenced in MIL-STD-129P, Military Marking for Shipment and Storage:

DD Form 1577 (Unserviceable (Condemned) Tag - Material).

DD Form 1577-1 (Unserviceable (Condemned) Label - Material).

NOTE: Some moratorium weapons may be reutilized by the Civilian Marksmanship Program. Refer to OSD memorandum.

C10.2. Responsibilities

C10.2.1. DLA Disposition Services serves as the DLA program manager. The DLA Small Arms Registry operates according to the DLAR 7510.3, Control of Small Arms by Serial Number. DLA Disposition Services processes actions to update the DOD Central Registry. DLA Disposition Services provides DLA representation to the Joint Small Arms Coordinating Committee to participate in the resolution of systems problems. DLA Disposition Services ensures that DLA Disposition Services, Field Offices comply with the provisions of this instruction. The Defense Logistics Services Center (DLSC) provides the required automatic data processing systems support to maintain the DLA Small Arms Registry.

C10.3. Security

C10.3.1. Transportation of Small Arms and subparts will be in accordance with DOD 5100.76-M, Chapter 6. Similarly, the DLA Disposition Services, Field Office Chief is responsible for assurance that small arms parts removed from the DLA Disposition Services, Field Office security cage are under constant DLA Disposition Services, Field Office surveillance until DEMILLED and any UNDEMILLED parts are returned to the DLA Disposition Services, Field Office security cage at the close of the business day.

C10.3.2. Shipments will be coordinated with turn in activities to the fullest extent possible, in order to handle to quantity and type of weapons, and to ensure shipments are in conformance with DOD 5100.76-M, utilizing the two-man rule. All small arms transportation movements between buildings and facilities must comply with regulation.

C10.4. Definitions

C10.4.1. Small Arms/Light Weapons SA/LW. For the purpose of DLA, small arms and light weapons reporting are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms (SA) include Automatic, Semi-automatic and Non-automatic weapons up to and including .50 caliber (12.7mm). Light Weapons (LW) are categorized as those weapons designed for use by single person, or up to three person armed or security forces serving as a crew. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

C10.4.2. DLA Small Arms Registry. An automated repository of small arms serial number data down to the lowest accountable DLA field activity, maintained by the DLA Disposition Services, Battle Creek, MI.

C10.4.3. DOD Central Registry. An automated repository of small arms serial number data down to Military Service and DLA level, maintained by the U.S. Army. Serial number records are compiled and updated from data furnished by the DLA Small Arms Registry and other DOD component registries.

C10.5. Electronic Small Arms Files

C10.5.1. The DLA Small Arms Registry Files are maintained in the following files:

C10.5.1.1. Master Inventory File (MIF) which includes all pertinent data taken from the transactions that reflect each small arm in active, intransit or inactive status.

C10.5.1.2. A Transaction History File (THF) to provide an audit trail for all transactions relating to the DLA Small Arms Registry.

C10.5.1.3. The Active Master Inventory File (AMIF), plus disposition data in the Inactive Master Inventory File that resulted from transfers outside DOD control or DEMIL action, constitute the DLA portion of the DOD Central Registry. This data is reduced to magnetic tapes and forwarded to the DOD Central Registry on the 28th of each month.

C10.5.1.4. The DLA Small Arms Registry and the DLA Disposition Services property accounting system operate as two separate systems which do not interface. Consequently, input into one of the systems does not provide input into the other. All applicable entries must be made into each system separately, i.e., SASP via DAISY and DAISY for the accountable record. Ensure that the quantities of small arms in each separate accounting system are reconciled at all times.

C10.5.2. DLA Disposition Services Transactions are processed into the DLA Small Arms Registry on a cyclic basis. Multiple transactions affecting one serial number can only be input to SASP at a rate of one transaction per cycle.

C10.5.2.1. For maintenance of this file see 4160.14, Section 1, Chapter 1, paragraph C1.11.2.1.

C10.6. Records Maintenance

C10.6.1. General

C10.6.1.1. DLA activities having small arms on their accountable records maintain a small arms control file containing an individual record (or listing) for each small arm that is, or has been, under their accountability. For maintenance of this file see DLAI 5015.1, Files Maintenance and Disposition Manual. Records and supporting documentation require retention for life; indefinitely.

C10.6.2. Active File. Maintain all documents pertaining to weapons that are appearing on an activity's Small Arms Inventory in the current files area. This applies to those weapons that are appearing both "on hand" and as "a shipment loss." In the case of an outgoing shipment, hold records in the current files area until receipt has been verified by the gaining DODAAC and the weapon serial number no longer appears on the DLA Disposition Services Small Arms Inventory Listing.

C10.6.3. Inactive File. Upon disposition of small arms, prepare a new transaction reflecting disposition action and file in inactive file in serial number sequence. The transaction will remain in the inactive file until the transaction no longer appears on the Small Arms Inventory Listing after which it should be disposed of according to DLAI 5015.1. See 4160.14, Section 1, Chapter 1, Paragraph C1.11.2.1.

C10.7. Reutilization, Transfer, Donation, and Sales

C10.7.1. R/T/D/S Guidance

C10.7.1.1. For information on small arms/small arms parts see DOD 4160.21-M and DOD 4160.28-M. **Request is received from field personnel or customer submitted to Reutilization branch.** Requesting customer/activity emails or faxes Issue Receipt Release Document (IRRD)

1348 and Requisitions or copy of 1348-1As to Reutilization Branch DLA Disposition Services Battle Creek, MI. Reutilization office reviews 1348s for accuracy and inputs requisitions on customer's behalf. Reutilization office sends copies of the completed DD Form 1348-1As to the appropriate Item Manager for review, approval, signature and date.

C10.8. Disposal and Storage of Serialized Weapons and Parts, see Small Arms SOP, Section 4, Supplement 2, CH 10, Encl 3.

C10.8.1. Storage of Weapon Receivers, and Barrels Attached to Receiver Assemblies

C10.8.1.1. Store complete weapons, weapon receivers, and barrels when attached to receiver assemblies, which contain the weapon's serial number in approved arms room facilities according to DOD 5100.76-M, Chapter 3. These facilities require the designation of "Restricted Area" by the host installation commander. Refer to the DLA Physical Security Guide Paragraph D3n(1)(e) for security procedural guidance.

C10.9. Disposal and Storage of Non-Serialized Weapons and Related Parts

C10.9.1. Non-Serialized Weapons and Related Parts, components, and accessories must be stored in the pilferable/sensitive storage area. All DLA Disposition Service Central Demil Divisions may accept non-serialized weapons, parts, components and accessories for demil.

C10.9.2. Store Non-Demilitarized Bolts, Trigger Assemblies, and Barrels not attached to a receiver assembly in the DLA Disposition Services, Field Office security cage. In addition, items with a CIIC of 2, 3, 4, and N (parts only – not complete weapons) will be stored in the DLA Disposition Services, Field Office pilferable storage area. When a DLA Disposition Services, Field Office security cage is inadequate, the host will store those parts.

C10.9.3. Central Demil Divisions will accomplish DEMIL of weapons parts/components as follows:

C10.9.3.1. Verify parts by count. Verify any undemilitarized property returned to the weapons storage facility.

NOTE: Do not leave non-demilitarized or demilitarized, but not certified small arms/receivers unattended at any time.

C10.9.3.2. Both the certifier and verifier MUST be present during demilitarization.

C10.9.3.3. The certifier will perform or supervise demilitarization.

C10.9.3.4. The verifier will witness accomplishment of demilitarization.

C10.9.3.5. Certification MUST be completed the same day that demilitarization is performed. Signing a false certificate constitutes a felony, and may subject the individual to criminal prosecution.

C10.9.3.6. Demilitarization certificates will be retained indefinitely in a permanent file.

C10.10. Demil and Mutilation Required Items

C10.10.1. Disposal Activities will Send Non-Serialized DEMIL and Mutilation required items to the Central Demil Divisions for destruction. Disposal activities are not authorized to destroy DEMIL and Mutilation required non-serialized weapons and related parts, components, and accessories. Central

Demil Divisions will accomplish the DEMIL in accordance with assigned DEMIL Code.

C10.11. DAISY Inputs.

C10.11.1 Input Small Arms Weapons/Parts into the inventory as individual items with Special Handling Code 2 or 3.

C10.11.2. DAISY Alert Small Arms Edit or Corp Func Verify if item received with a weapon. If yes, follow steps to RTG, or ship to Central Demil Division Anniston, AL. If item is a non-serialized weapon part or component, ship to any Central Demil Division for destruction/mutilation.

C10.11.3. Accomplish Receipt of Accountability of small arms weapons as either a complete weapon or an incomplete weapon or as individual parts or components. They will not be mixed on a DTID. Incomplete weapons may be accepted with the Supply Condition Code (SCC) of **F** (unserviceable - reparable) or SCC of **G** (unserviceable - incomplete) with all missing parts listed. If missing parts are not listed, reject the item on DRMS Form 917, Property Disposal Reject/Advice, stating that the NSN is for a whole item only and does not apply to the item turned in.

NOTE: The use of an XR3 for demilitarized small arms is prohibited.

C10.12. Restrictions, Inspections, Certification, Storage, and Disposal

C10.12.1. A Technically Qualified/Responsible Person will inspect all complete small arms weapons and small arms barrel and receiver groups prior to turn-in to the DLA Disposition Services. The certification will be signed and dated by the individual who inspected the property. Use of the certificate statement, below, will be entered on the 1348 or attach to the inert form to the 1348 if the form is used.

C10.12.2. Inert Certificate Statement

Small Arms Inert Certification Statement

~~"I certify that the item or items listed hereon have been inspected by me and to the best of my knowledge and belief contain no items of dangerous material."~~

"The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of material potentially presenting an explosive hazard (MPPEH)." (Edited Nov 2012)

_____	Signature	Date_____
_____	Printed Name	Title_____
_____	Activity/Unit	Grade/Rank_____
_____	Phone Number	
_____	Counter Signature	Date_____
_____	Printed Name	Title_____

NOTE: The Inert LETTER OF AUTHORIZATION (see Section 4, Supp 2, Chap 10 Encl 7) is to be filled out by a supervisor stating two individuals who have authority to declare an item inert. This letter should accompany the weapon(s) turn in. The inert cert is then signed by the two stating the item is inert.

C10.12.2.1. Inert Certificate (Edited Nov 2012)

Title:	Inert Certificate		
Type of Property includes but is not limited to:	1. Small Arms and Light Weapons (complete weapon) 2. Barrel assembly and upper receiver 3. Ammunition pouches/ outer tactical vests/Individual load-bearing equipment/Modular Lightweight Load Carrying Equipment (MOLLE) 4. Ammunition magazines and clips 5. Bandoleers and ammunition belts 6. Dummy munitions		
Requirements:	The generating activity shall ensure that this property is properly inspected to determine the presence or absence of explosive hazards prior to referral to the DLA Disposition Services site or release from DoD control. The personnel certifying and verifying the inspection shall certify on the DD Form 1348-1A. The certification requires dual signatures (certifier, verifier) and printed full name, rank/rate, organization name and address, and phone number (commercial and DSN) of the personnel that certified and verified the inspection.		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">DTID:</td><td style="width: 50%; border: none;">QTY:</td></tr> </table>		DTID:	QTY:
DTID:	QTY:		
NSN or Description:			
Certification Statement:			
The property associated with this DTID has been inspected by the Certifier and independently re-inspected by the Verifier and to the best of our knowledge is free of materiel potentially presenting an explosive hazard (MPPEH).			
<div style="margin-bottom: 10px;"> Signature (Certifier):_____ Date:_____ </div> <div style="margin-bottom: 10px;"> PrintedName/Grade/Rank:_____ </div> <div style="margin-bottom: 10px;"> Title:_____ </div> <div style="margin-bottom: 10px;"> Phone(COM/DSN/FAX):_____ </div> <div style="margin-bottom: 10px;"> Address: _____ </div> <div style="border-top: 1px dashed black; height: 10px; margin: 10px 0;"></div> <div style="margin-bottom: 10px;"> Signature(Verifier):_____ Date:_____ </div> <div style="margin-bottom: 10px;"> PrintedName/Grade/Rank:_____ </div> <div style="margin-bottom: 10px;"> Title:_____ </div> <div style="margin-bottom: 10px;"> Phone(COM/DSN/FAX):_____ </div> <div style="margin-bottom: 10px;"> Address:_____ </div>			
Reference:	DoD 4160.21-M, "Defense Materiel Disposition Manual," current edition		

C10.12.3. Demilitarization Certificates for demilitarization of all small arms weapons/receivers, which require control under the DOD Small Arms Serialization Program (SASP), will be retained indefinitely in a permanent record file by the DOD activity responsible for the demilitarization of the small arms weapons and receivers.

<https://demil.osd.mil/documents/demilcertificate.pdf>

C10.12.4. Mutilation Certificate for mutilated property, the following statement will be written/typed on or attached to the DTID and filed with the source document, unless exempt for DEMAN processing:

Title:	Mutilation Required Property Certification (<i>Defective Property</i>)
Description:	Various types of property require mutilation prior to turn-in. Mutilation is defined as the act of making material unfit for its originally intended purpose by cutting, tearing, scratching, crushing, breaking, etc. When mutilation is performed, it must be certified, verified and dated.
Certification Statement:	
<i>I CERTIFY MUTILATION WAS ACCOMPLISHED IN ACCORDANCE WITH DIRECTION IN DRMS-I 4160.14.</i>	
Signature: _____ Date: _____ (Certifier)	
Signature: _____ Date: _____ (Verifier)	

C10.12.5. Radiation Certificate

https://demil.osd.mil/documents/Radioactive_cert%20a.pdf

Title:	Radioactive Property Certification	
Description:	Radioactive items or material shall not be turned into the DRMO unless the generator provides a statement, signed by their Radiation Protection Officer (RPO) certifying that the item/material is radiation free.	
DTID:		QTY:
NSN or Description:		
Certification Statement:		
<p>I CERTIFY THAT THE ITEMS//MATERIAL ARE FREE OF RADIOACTIVE MATERIAL(S) AND RADIOACTIVE COMPONENT(S).</p> <p>Signature: _____ Date _____</p> <p>Printed Name/Grade/Rank: _____</p> <p>Title: _____</p> <p>Phone (COM/DSN/FAX): _____</p> <p>Address: _____</p> <p>_____</p>		
Reference:	DLAI 4145.8/NAVSUPINST 4000.34C/AFJI 23-504/MCO P4400.105 current edition "Radioactive Commodities in the DoD Supply System"	

C10.12.5.1. The owning Military Services must identify whether a small arms or attached component contains radioactive contamination, as certified by a health physicist or local Radiation Safety Officer, before turn in to DLA Disposition Services.

NOTE: If Central Demil Division (CDD) RECEIVES A RADIOACTIVE ITEM, TURN OVER TO THE RADIATION OFFICER, AND COMPLETE SITREP PROCESS.

C10.12.6. Inspections

C10.12.6.1. An important safeguard is for Disposal field personnel to re-inspect complete small arm weapons and small arms barrel and receiver groups prior to initiating demilitarization actions at the Demil Center Division. In the event this property is issued through R/T/D, the Disposal activity will re-inspect material only if it has not been secured in an approved weapons storage facility (for other than complete small arms weapons) or if it appears that the integrity of the secured container has been compromised. In this case, the Disposal activity representative who re-inspects the property will annotate and initial on the issue documentation that the inspection was performed. A copy of the issue documentation will be retained in the Disposal activity source document files.

C10.12.6.2. Disposal activity personnel who perform re-inspections must be familiar with the property. If assistance is needed, Disposal activities are advised to contact either the supporting explosive ordnance disposal (EOD) detachment, quality assurance specialist (ammunition surveillance) (QASAs), host small arms repair facility, or host safety office for assistance in certification.

C10.12.6.3. Finally, if a re-inspection discloses the presence of **LIVE AEDA Material Potentially Presenting an Explosive Hazard (MPPEH)**, further inspection actions will be stopped, the item will be isolated in secured storage, and **AEDA MPPEH** discovery procedures will be initiated (immediately contact the supporting EOD unit and file an **AEDA MPPEH SITREP**).

C10.13. **Rejecting Weapons Turn-In**

C10.13.1. Program Concept

C10.13.1.1. Upon receipt of property inspect for unauthorized property, or property received without required documentation. Request the necessary documentation from the generating activity. If the generator does not provide, place the secured property in the 917 Trouble AREA and pursue returning the property to the generator.

C10.13.1.1.1. Property moved to the 917 AREA must be registered in the 917 Log. Do not remove any documentation from property. The 917 area will be reviewed weekly to ensure items are worked timely.

C10.13.1.1.2. Non-conforming, e.g. torn or damaged containers, must be rejected upon receipt and immediately return shipment to generator. Complete 917 processes.

C10.13.1.1.3. Shipments that are missing proper documentation or if missing parts are not listed on the turn in document the weapon(s) will be rejected and returned to the generator with a DLA Disposition Services Form 917, stating that the National Stock Number (NSN) is for a whole item

only and does not apply to the item turned in.

C10.14. Accessing 917 Process

<https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Receiving-Operations/Receipt/Receipt.pdf>

C10.15. Complete the SITREP Process. See DLA Disposition Services-I 3020.1, DLA Disposition Services SITREP and DLA Disposition Services-I, 4160.14, Section 1, Chapter 2, C.2.3.

C10.15.1. Accessing the SITRP System: Direct access to DLA Disposition Services SITREP system is available at: <https://pep1.bsm.dla.mil/consent>

For access questions contact DispSvcsSITREPProgMgr@dlamail

C10.16. Reporting Weapons Loss

C10.16.1. Use of the FLIPL Automated Program (FAP) is mandatory for all discrepancies requiring the use of the DD Form 200, regardless of the dollar value FLPL.

C10.16.1.1. Instructions, guidelines are available at

<https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Receiving-Operations/PropertyAccounting/PropertyAccounting.pdf>

<https://eworkplace.dla.mil/sites/org/drms/Shared%20Documents/Receiving-Operations/Receipt/Receipt.pdf>

C10.17. Systems Outputs

C10.17.1. Output in the Form of Printed Listings is furnished and used as described below:

C10.17.1.1. Small Arms Inventory Listing

C10.17.1.2. Use current listing of serial numbered small arms data contained in the DLA Small Arms Registry as an aid to maintaining the activity's small arms control file. Maintain in the current files according to DLAI 5015.1.

C10.17.1.3. Each activity monitors its inventory listing to ensure any incoming shipments are challenged back to the generating activity if turn in is not completed within 30 days after the initial appearance on the inventory listing. Use the Monthly Pending Receipt report, provided by the SASP PM.

C10.17.1.4. When serial numbers appear on a DLA Disposition Services, Field Office's inventory listing as an outgoing shipment for more than 10 days, question the gaining activity regarding receipt. If another 10 days goes by and the losing activity (DLA Disposition Services, Field Office)

has still not received receipt acknowledgement, they should again contact the gaining activity. Use the Monthly Pending Delivery report, provided by the SASP PM.

C10.17.2. Small Arms Weekly Transaction Register. Listing of all transactions processed against the system files used for interface between the DLA Small Arms Registry and DLA Disposition Services, Field Office small arms control files. Field office generates from Daisy Access Reports.

C10.17.3. Small Arms Weekly Reject List. Listings of rejected transactions with a two-position numeric/alpha reject code. DLA Disposition Field Office generates from DAISY Access Reports.

C10.17.3.1. DLA Disposition Services Field Office small arms employee correct rejects and re-input with appropriate transaction codes to reconcile all records. All small arms rejects appear as Document Identifier Code (DIC) DSM and remain on the reject suspense listing until they are corrected.

C10.17.4. Pre positioned Receipt (PPR). The DLA Small Arms Registry generates a PPR from the shipment transaction when a Service/Agency activity ships small arms to a DLA activity. DLA Disposition Services electronically sends PPRs to the DLA Disposition Services, Field Office when the shipment transaction is processed. The DLA Disposition Services, Field Office uses the PPR to confirm the small arms receipt by insertion of the transaction (receipt) date.

C10.17.5. Overage Shipment List. A monthly listing of shipments from DLA activities for which receipt notification has not been received. Includes shipments completed over previous 30 days. Generators generate this report to track their shipments to DLA Disposition Services Field Office. Contact the requisitioning activity to verify receipt of shipments. Reference: DOD 4000.25-2-M. Use the Monthly Pending Receipt report, provided by the SASP PM.

C10.17.6. GSA Regions Report. A report listing the small arms reported to the GSA Regions from the DLA Disposition Services, Field Office is available in the ACCESS Reports. This report is output to the DLA Disposition Services, Field Office for control purposes only. Do not provide this report to screeners.

C10.18. Computer Processing

C10.18.1. DLA Logistics Information Service Provides Systems Support for Small Arms Programs

C10.18.1.1. DLA Logistics Information Service will provide the required automatic data processing systems support and systems management to maintain the DLA SASP. DLA Disposition Services will provide DLA Logistics Information Service with requested work orders when changes, corrections or updates are required. DLA Disposition Services East, Mid-America, and West have been assigned a routing identifier code (RIC) and a Department of Defense Activity Address Code (DODAAC). Within SASP, maintain each DLA Disposition Services inventory record separately. Input SASP via the automated system access to DLA Disposition Services (DAISY).

C10.19. SASP Accounting

C10.19.1. Transaction Input by Weapon Serial Number and NSN create the Small Arms Accountable Record.

C10.19.1.1 Register all small arms that are under the control of a DLA activity by individual serial number in the DOD and DLA Registries. The DLA Small Arms Registry is maintained by DLA Disposition Services, Battle Creek, MI.

C10.19.1.2. Registration will not be done for any small arms that is demilled before receipt, or for those weapons in Military Assistance Program (MAP) accounts. Demilled weapons are turned in as scrap; no serial number identification.

C10.19.1.3. Report intra-agency shipments of small arms to the DLA Small Arms Registry.

C10.19.1.4. Actions not Recorded in Registry. Do not report internal actions that do not affect item identification such as changes in condition code or storage location within an activity, to the DLA Small Arms Registry. Report reidentification actions that affect a stock number and/or serial number.

C10.19.2. Serial Number Visibility

C10.19.2.1. Maintain serial number visibility for small arms for the entire time the weapons are on the accountable records of a DLA activity, in transit from a DLA activity, or in the custody of an individual DLA military member or civilian employee. SASP PM must maintain adequate oversight, reconcile transactions and make necessary adjustments to SASP for small arms. Following proper investigation, reporting and program administration in accordance with DLA Disposition Services Instruction, DOD 4000.25-2-M, DOD 5105.22, and DLAR 7510.3

C10.19.2.2. Accuracy in the recording of serial numbers for small arms is essential. Install quality control checks in each phase of the recording process. To avoid recording obsolete NSNs into the automated system, input transactions to SASP first.

C10.19.3. Annual Reconciliation

C10.19.3.1. Perform annual reconciliation of weapons inventory. Reference DOD 5105.22, DLAR 7510.3, and 4000.25-2-M, 4160.14, Section 4, Supplement 2, CH 10, Small Arms.

C10.19.4. Respond to Queries for Investigation of the last accountable activity in DLA for small arms within 72 hours, as prescribed by the DOD Central Registry.

C10.19.5. Query of Small Arms Assets in the DLA Small Arms Registry is available by each of the following methods: turn-in-document number, requisition number, serial number, DODAAC, NSN, transaction history file and box number.

C10.20. **Other DLA Activities with Small Arms on Their Inventory Will:**

C10.20.1. Perform Annual Reconciliation of their weapons inventory. Reference DOD 5105.22, DLAR 7510.3, and 4000.25-2-M. Activities will match the serial number listing, provided by the SASP PM, against its physical inventory and annotate the listing to reflect any discrepancies. The signed and dated reconciliation statement will be returned to the SASP PM for adjustment transactions, which will bring the physical and electronic weapons inventory into balance.

C10.20.2. Notify the DLA Small Arms Registry (SASP PM) of any weapons being added to their inventory, either through Procurement Process (transaction B) or an inter-agency shipment (transaction S). Activities will also provide the supporting documentation to include: procurement documents, shipping documents, serial numbers, make and model of weapon, and also the nomenclature to ensure that the small arms are being recorded correctly. The SASP PM will input all transactions for the DLA Activities.

C10.20.3. Turn in all Obsolete Weapons in their inventory to DLA Disposition Services Anniston, Alabama.

C10.21. Serial Number Transaction or Reporting

C10.21.1. General

C10.21.1.1. Process individual small arms serial number transactions and report to DLA Disposition Services according to the following procedures. Transactions are reported to the DLA Small Arms Registry in the format applicable to the particular transaction code involved. See attachment 1 for transaction codes. DLA Disposition Services conducts follow-up actions on overage shipments from DLA Disposition Services activities and responds to inquiries from other DOD component registries concerning overage shipments to DLA Disposition Services activities.

C10.21.1.2. Report small arms with missing, obliterated, mutilated or illegible serial numbers in writing (email/fax) to LOGSA, Red Stone Arsenal, Alabama. Explain the illegibility or nonexistence of the serial number and furnish a complete description of each small arm (make, model, size, manufacturer, etc...). DLA Disposition Services, Battle Creek, requests assignment of a serial number from the DOD Central Registry and provides registry instructions to the activity. Use of "1005-00-LSN" or Lot instead of a stock number is not acceptable. Upon furnishing DLA Disposition Services J311, with a complete description of the small arm (make, model, size, manufacturer, method of firing, etc.) a stock number is furnished.

C10.21.1.3. Report burnt weapons to DDAA, when you do not receive a legible serial number or assigned ARM. Once the approved serial number/ARM is received from the Army, process the weapon through disposal.

C10.22. General Purpose Small Arms Transactions

C10.22.1. This Selection from the SASP Menu provides data entry for the following types of transactions: Initial Registration of Small Arms; Foreign Military Sales (FMS) Grant Aid Shipments; Inventory Adjustment -Loss; Shipment to Other Agencies or Activities; Receipt; Shipment; and Demilitarization. Verify the serial number of each small arm before inputting transactions. A message line at the bottom of the screen gives you information regarding each field. System Application information is provided in the DLA Disposition Services SASP User Manual.

C10.22.2. SASP Receipt Transaction. Upon input of a shipment transaction from a generating activity to DLA Disposition Services, the system automatically produces a transaction that is transmitted to the DLA Disposition Services, Field Office.

C10.22.3. Transaction Corrections. Work with systems support to correct records using the SASP transaction codes for SASP entries and DAISY codes for DAISY. The SASP and DAISY records will

reflect accurate and authorized use of transactions within the established SASP systems, matching physical and system inventory.

C10.23. Time Standards for Processing Updates and Follow-Ups for Shipments and Receipts

C10.23.1. Visibility of Actual Location of all Weapons

C10.23.1.1. By the timely update of the DOD Component Registries during the shipment or receipt process visibility of the weapon is one objective of the small arms serial number registration and reporting procedures. The timeframe requirements for processing the Weapon Serial Number (WSN) and Document Identifier Code DSM for Small Arms Transaction Codes R (receipt) and S (shipped) are established for normal process time of 10 calendar days from date of action.

C10.23.1.2. Within 10 calendar days of selection for shipment, the shipping activity will enter the WSN transaction data on the shipping DOD Component Registry to indicate which serial numbers are included in the intransit shipment. Activities that do not have mechanized capability will provide the WSN transaction or hard copy information to the shipping DOD Component Registry by the fastest means available, leaving the shipping activity within 10 calendar days of selection for shipment.

C10.23.1.3. Within 10 calendar days of receipt of the WSN data from the shipping activity, the shipping DOD Component Registry will use the WSN transaction with transaction code S to update its files, establish the in transit record, and forward the WSN transaction to the receiving DOD Component Registry for all inter-component shipments.

C10.23.1.4. Within 10 calendar days of receipt of the small arms, the receiving activity will use the WSN transaction data that accompanied the shipment to verify the serial number(s) received and provide the WSN data with transaction code R to the receiving DOD Component Registry. Activities that do not have mechanized capability will provide the WSN transaction or hard copy information to the receiving Component Registry by the fastest means available.

C10.23.1.5. Within 10 calendar days of receipt of the WSN data from the receiving activity, the receiving DOD Component Registry will forward a WSN transaction utilizing transaction code R to the shipping DOD Component Registry providing notification of receipt of weapons. The 10 calendar days requirement for notification of shipments/receipts also applies to weapon shipments from one DOD Component to another for maintenance purposes. This requirement will be included in any maintenance support agreements between the DOD Components.

C10.23.2. The Shipping DOD Component Registry

C10.23.2.1. Will take follow-up action for all weapons in transit 30 calendar days for CONUS shipments and 90 calendar days for overseas shipments, from date of shipment, for which no confirmation of receipt (DI Code DSM with transaction code R) has been received. DI Code DSD Small Arms Receipt/ Shipment Follow-Up (appendix AP3.34) will be transmitted to the receiving DOD Component Registry. The transaction date (record positions 76-80) will be the 2-digit year and 3-digit ordinal day of the calendar year that the weapon(s) was shipped. Allow 10 calendar days for response to the follow-up transaction.

C10.23.2.1. If the weapon has been received, the receiving Component Registry will submit a DI Code DSM with transaction code R (record position 7) and date received (record positions 76-80).

C10.23.2.2. If the weapon has not been received, the receiving Component Registry will submit a DI Code DSM with transaction code A (record position 7) and leave the date (record positions 76-80) blank.

C10.23.2.3. If no response is received, an electronic transmission (message) will be sent to the receiving DOD Component Registry with an information copy to the receiving activity and its higher headquarters. Negative response or no response to the message will result in the shipping DOD Component Registry reporting the weapon(s) as missing, lost, or stolen, to their appropriate investigative agency and the DOD Registry.

C10.23.3. The Receiving DOD Component Registry

C10.23.3.1. Will initiate follow-up procedures for all weapons received for which no WSN with transaction code S was provided by the shipping DOD Component Registry. The follow-up procedure is necessary to confirm that the serial number(s) reported as received matches the serial number(s) selected and shipped.

C10.23.3.2. The receiving DOD Component Registry will take the follow-up action with the shipping DOD Component Registry within 10 calendar days after a weapon(s) has been confirmed as received using DI Code DSD Small Arms Receipt/Shipment Follow- Up transaction (appendix AP3.34). The transaction date (record positions 76-80) will be the 2-digit year and 3-digit ordinal day of the calendar year that the weapon(s) was received. Lack of response within 10 calendar days will result in an electronic transmission (message) being sent to the shipping DOD Component Registry with an information copy to the shipping activity and its higher headquarters.

C10.23.4. Transaction Codes: See the DOD 4000.25-2-M, Chapter 12 and the DLA Disposition Services SASP User Manual.